

To request a Time Extension (TE) or Alternative Diversion Requirement (ADR), please complete and sign this form and return it to your Office of Local Assistance (OLA) representative at the address below, along with any additional information requested by OLA staff. When all documentation has been received, your OLA representative will work with you to prepare for your appearance before the Board. If you have any questions about this process, please call (916) 255-2555 to be connected to your OLA representative.

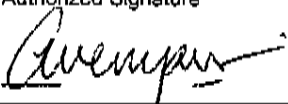
Mail completed documents to:

California Integrated Waste Management Board
Office of Local Assistance, MS 8
8800 Cal Center Drive
Sacramento CA 95826

General Instructions:

For a Time Extension complete Sections I, II, III-A, IV-A, and V.

For an Alternative Diversion Requirement complete Sections I, II, III-B, IV-B and V.

Section I: Jurisdiction Information and Certification <i>All respondents must complete this section.</i>			
I certify under penalty of perjury that the information in this document is true and correct to the best of my knowledge, and that I am authorized to make this certification on behalf of:			
Jurisdiction Name Manhattan Beach		County Los Angeles	
Authorized Signature 		Title Management Analyst	
Type/Print Name of Person Signing Aven Yam	Date 4/23/2002		Phone (310) 802-5363
Person Completing This Form (please print or type) Erica Lau		Title Consultant, Ecotelesis International	
Phone (310)313-0209	E-mail Address chlau@earthlink.net		Fax (310)313-0209
Mailing Address 1400 Highland Avenue	City Manhattan Beach	State California	ZIP Code 90266

Section II—Cover Sheet

This cover sheet is to be completed for each Time Extension (TE) or Alternative Diversion Requirement (ADR) requested.

1. Eligibility

Has your jurisdiction filed its Source Reduction and Recycling Element, Household Hazardous Waste Element, and Nondisposal Facility Element with the Board (must have been filed by July 1, 1998 if you are requesting an ADR)?

☐ No. If no, stop; not eligible for a TE or ADR.

☒ Yes. If yes, then eligible for a TE or ADR.

2. Specific Request and Length of Request

Please specify the request desired.

☒ **Time Extension Request**

Specific years requested 2002 and 2003

Is this a second request? ☐ No ☐ Yes Specific years requested. _____

(Note: Requests for an additional extension will need to address why the jurisdiction's efforts to meet the 50% goal by the end of the first extension were not successful.)

☐ **Alternative Diversion Requirement Request (*Not allowed for Regional Agencies*).**

Specific ADR requested _____%, for the years _____.

Is this a second ADR request? ☐ No ☐ Yes Specific ADR requested _____%, for the years _____

(Note: Requests for an additional ADR will need to address why the jurisdiction's efforts to meet 50% by the end of the first ADR period were not successful.)

Note: Extensions may be requested anytime by a jurisdiction, but will only be effective in the years from January 1, 2000 to January 1, 2006. An original request for a TE/ADR may be granted for any period up to three years and subsequent requests for TE/ADR may extend the original request or be based on new circumstances but the total number of years for all requests cannot total more than five years or extend beyond January 1, 2006.

Section IIIA—TIME EXTENSION

Within this section, discuss your jurisdiction's progress in implementing diversion programs that were planned to achieve 50%. Provide any additional information that demonstrates "good faith effort." The CIWMB shall determine your jurisdiction's progress in demonstrating "good faith effort" towards complying with AB 939. Note: The answers to each question should be comprehensive and provide specific details regarding the jurisdiction's situation.

Attach additional sheets if necessary—please reference each response to the appropriate cell number (e.g., IIIA-1).

1. Why does your jurisdiction need more time to meet the 50% goal? Describe why SRRE selected programs did not achieve 50% diversion. Identify barriers to meeting the 50% goal and briefly indicate how they will be overcome.

The City experiences extensive scavenging from the curbside setouts so the recovery rate is extremely low. The police do not treat scavenging with any priority. Although there is recycling and some recovery at the various transfer stations, recovery is limited because of space constraints. The majority of residential accounts will be serviced with 64-gallon wheeled containers with lids, this should help combat scavenging. The city is also addressing this problem in the new contract by analyzing the region serviced and has split it into two areas. Residents in the coastal area (area 1- 35% of residential accounts) will receive 32 gallon recycling containers with lids. Residents have the option of trading in this container for a smaller 18 gallon container if they do not have space for the 32 gallon container. This area has severe spatial constraints and will continue to receive manual service. In area 2 (area 2- 65% of residential accounts) residents will receive 64 gallon wheeled recycling containers with lids. Semi-automated collection services (cannot fully automate due to spatial constraints) will be implemented in this area. These customers will also receive weekly service. Additional Recycling cans and service will be made available at no extra charge to those customers who regularly recycle more than will fit into their existing Recycling containers.

The city experienced low recovery rates from their "bag and tag" residential greenwaste program. In an effort to address this concern, the city will be implementing weekly semi-automated collection of greenwaste. Each green waste customer will be issued a 32 gallon greenwaste container with a lid in area 1 (manual collection due to space constraints) and a 64 gallon green waste cart in area 2 (semi-automated collection). Customers who regularly separate more green waste than will fit in their cart will be provided an additional cart at no additional charge. The hauler will also collect an unlimited amount of tied bundles of green waste.

The City has a major commercial area along the coastal zone which is extremely dense and intermixed with residential housing. This results in severe space constraints which have made it difficult to implement and promote recycling programs. The City will have to put a larger emphasis on directly working with the businesses. The city has made this a requirement in their RFP and will begin extensive outreach to businesses with the new hauler in November 2002. The City has written into their contract that the hauler will offer at no additional charge, recycling collection services to all commercial customers who make a request (due to space constraints it is on request basis). The hauler will provide a recycling bin or cart to meet the customer's recycling needs. The hauler also will make programs available for all recyclable materials for which it has an established market. All commercial customers will be notified via a mailed flyer each year of the availability of recycling collection programs.

Due to its prime coastal location, there is a high demand for limited property. Thus the City experiences a high volume of reconstruction/rebuilding. Due to financial constraints and a lack of understanding of the waste stream, the city has had problems tracking C&D diversion. The City of Manhattan Beach is in the process of adopting a C&D Ordinance that will promote C & D recycling without undue burden on construction contractors and assist with tracking. The city has also requested in the new contract that the hauler make reasonable efforts to prevent C & D waste that is suitable for recycling from being taken to a landfill by transporting all C&D waste loads to an alternate facility where it will be processed for reuse; Inquiring of all rolloff box customers as to the type of solid waste to be generated, instructing all potential C&D waste generators regarding how to divert such materials, and providing a how-to brochure with alternative processing facility contact information; and, contacting contractors on a list provided by the city on a regular basis to educate them on C&D waste diversion. In an effort to promote C&D diversion, residents/businesses within the city will be able to use any company for roll-off service. The city is currently developing its own C&D resource guide that will be handed out with building permits and made available on their website, and in the Building Department. The resource guide will be completed by January 2003.

2. Why does your jurisdiction need the amount of time requested? Describe any relevant circumstances in the jurisdiction that contribute to the need for a Time Extension.

A new contract for the City's franchised hauler is set to begin in November 2002. The City has written several new and aggressive residential and commercial recycling programs into the RFP. The City is in a state of transition and new programs will not begin until the new contract takes place in November 2002. In an effort to make the transition go smoothly, an initial mailing will be sent to all customers explaining the transition from the existing program to the new program. An information packet describing available services, instructions on how and where to place carts for collection, which materials should be placed in each cart, collection holidays and a customer service number will be attached to each set of new carts distributed to a customer. Semi-annual brochures informing customers how to use available services will be sent out. Quarterly notices will be sent out to promote and explain recycling programs. All commercial customers will receive annual notification of the free commercial recycling program available to them.

The City and businesses are experiencing a recession. The City is also in the process of negotiating a new franchise hauler contract. Several new programs for both the residential and commercial sectors, such as semi-automated services and free commercial recycling, will begin in November 2002. The transition period to establish smooth operations will take time and it will take years for these programs to fully develop and mature.

Getting business to reduce waste, recycle, and compost through on-site business audits have been effective but is a very slow process because it is very time consuming to achieve one-on-one technical assistance. The City will continue and expand upon outreach programs but the diversion from these programs take years to develop and be realized.

Due to financial constraints, the City focused on programs that emphasize partnering and leveraging resources of partners to achieve diversion. For example, the City of Manhattan Beach is researching the feasibility of working with the South Bay Business Environmental Coalition on cooperative funding to set up food donation programs in area businesses. The City controls costs by taking advantage of regional outreach efforts (backyard composting, regional workshops, etc.). Programs with high capital/operational cost requirements are scrutinized by Council. Over the past few years, the City has been able to put aside funds to create and implement some necessary programs. As a result, the City has been able to establish the infrastructure to put waste reduction, recycling, and composting programs together. However, the City is not finished and is still refining the process, implementing new programs and working on addressing all the various issues so that they can fully comply with AB 939. The City is working on standardizing a C&D reporting system, but it will take time to implement and optimize this system.

3. Describe your jurisdiction's Good Faith Efforts to implement the programs in its SRRE.

The City has implemented approximately 29 programs reported in the Year 2000 Annual Report.

Residential curbside will be expanded in November 2002 from 14-gallon crates to 32 gallon containers with lids in area 1 and 64-gallon totes with lids and wheels in area 2 and going semi-automated. Multi-family units will also receive semi-automated recycling services. A pilot program of the semi-automated 3 cart system began in April 2001. 300 homes were targeted. The city sent out a survey card to all participants. The pilot program generated an overwhelmingly successful response and more than 75% of participants were extremely satisfied with the program. As a result, rather than ending the program as scheduled in October 2001, the program was continued. The results of the survey were used to fine tune the new residential recycling program that will be fully rolled out in November 2002.

Greenwaste residential curbside program will be expanded from "bag and tag" to 64-gallon totes and going semi-automated. Greenwaste collected from curbside program is used as ADC.

The city continues to promote composting/mulching through subsidized compost bin sales, literature dissemination at local events such as the Old Home Town Fair, and has expanded newspapers inserts to be included in all editions and not limited to subscription editions.

Procurement practices are already in place and the Recycling Coordinator is hoping to formalize and have the draft approved and made a part of city manual in 2002.

The City (government) has source reduction and recycling programs in City offices. One of the source reduction programs has been expanded to include Parks Department and public spaces. The City continues to practice grasscycling and xeriscaping at city parks and medians. Tree trimmings by local utility and private landscape contractors are used as mulch and compost feedstock.

The franchise hauler provides on-site pickup and the City also allows recyclers to operate within the City. One example of the City's encouragement of recycling, a local scavenger that frequented several businesses was targeted and given a business license upon approval from the city and waste hauler to encourage local businesses in spatially challenged areas to source separate and put aside recyclables for the scavenger.

In another effort to encourage residents to seek reuse and donation opportunities the hauler will only provide two free pick-ups/year of bulky items. Residents will be charged \$20 for additional pick-ups. Formerly, free bulky item pickups were unlimited. City will provide a recycling resource guide to inform residents on alternatives for items which they no longer want but could be potentially reused.

A technical assistance program (and WRAP promotion) has been ongoing since 1998. The City will continue to work with the hauler to provide additional assistance and to promote new commercial recycling programs. The city has also required certain businesses(as part of their construction/occupancy permit) to develop a waste recycling plan to achieve 50% diversion. Over a dozen CIWMB staff participated in developing recommended practices for Raleigh Studios as it was being constructed in 1999-2000.

The City continues to publicize local used oil collection centers as well as the permanent facility they share with Redondo Beach and the local buy-back centers at local supermarket locations and other regional centers.

The City continues its public education and outreach campaign for waste diversion through electronic and print media and through its provision of workshops and business events. The City is working in cooperation with a local non-profit to promote the Leadership Manhattan Beach Class. High school students, local business owners, community members and city employees are invited to attend the 4 hour long class that takes place every other week. One class is devoted to focusing on environmental issues and promoting diversion programs.

Schools in Manhattan Beach Unified School District continue to incorporate waste prevention practices in classrooms and on school grounds. The City developed and distributed flyers with Recycling Fun Facts and trivia to elementary schools in 2000.

The City is evaluating feasibility of joining a Los Angeles Area Regional Agency for AB 939 Compliance as it takes formation in 2002 - 2003.

4. Provide any additional relevant information that supports the request.

The City is committing to continue work with their residents to increase curbside participation with the new hauler and semi-automated recycling. With the use of the larger containers, the City hopes that scavenging will be reduced.

In addition, the city is also committed to working to expand the outreach to businesses. The City will work with the hauler to provide technical assistance to any business that requests program implementation assistance.

The primary focus of joining a regional agency will be to obtain more help from regional (County and State) sources in an effort to leverage city resources. The City is currently evaluating the feasibility to join the Los Angeles Area Regional Agency to obtain the advantages of the regional programs to be implemented over the next several years.

Section IV A—PLAN OF CORRECTION

A Plan of Correction is required by PRC Section 41820(a)(6)(B). The plan is fundamentally a description of the actions the jurisdiction will take to meet the 50% goal by the expiration of the Time Extension.

Attach additional sheets if necessary.

Residential %		50%	Non-residential %		50%
PROGRAM TYPE	NEW or EXPAND	DESCRIPTION OF PROGRAM	FUNDING SOURCE	DATE FULLY COMPLETED	ESTIMATED PERCENT DIVERSION
Please use the Board's Program Types. The Program Glossary is online at: www.ciwmb.ca.gov/ LGCentral/PARIS/Codes/ Reduce.htm					
2000-RC-CRB Recycling, Residential Curbside, Single-family	Expand	Semi-automated Residential Curbside (with supporting efforts to combat scavenging) collected on a weekly basis. Residential curbside will be expanded in November 2002 from 14-gallon crates to both 32 and 64-gallon containers with lids. Residents in the coastal areas (area 1) continue to receive manual service and are upgraded to a 32-gallon container with lid due to spatial constraints. The residents in inland area (area 2) are upgraded with 64-gallon containers by default this can change if necessary. The residents will receive semi-automated service (cannot fully automate due to spatial constraints). The hauler will increase education and outreach to residents through bill inserts, literature dissemination, workshops.	City/ Hauler	12/2003	3-4%
2000-RC-CRB Recycling, Residential Curbside, Multifamily	New	City will roll out semi-automated recycling service to multifamily dwelling units (more than 9 units) in November 2002. This service will include 64-gallon wheeled containers or larger containers if the unit requires. The hauler will increase education and outreach through literature dissemination, workshops, presentations to homeowner's associations, building managers.	City/ Hauler	12/2003	1%
2030-RC-OSP Recycling, Commercial On-Site Pickup	Expand	New free commercial commingled recycling available to all businesses in November 2002 (previously offered for fee). All business will be offered 64-gallon wheeled containers with lids or other depending on their recycling needs. Collection will be on a weekly basis. Special attention will be placed in the coastal zone where it has been very difficult to implement recycling programs due to spatial constraints. Hauler to increase education and outreach to commercial businesses through notices, literature, workshops, presentations to chamber of commerce, civic groups, events.	City/ Hauler	12/2003	6-8%

3000-CM-RCGComposting, Residential Curbside Greenwaste Collection	Expand	Greenwaste program expanded as part of new semi-automated recycling services in November 2002. Residents will be given 32-gallon totes with lids in area 1 and 64 gallon totes with lids and wheels in area 2 for greenwaste, to be collected once a week. Customers who regularly separate more green waste than will fit in their cart will be provided an additional cart at no additional charge. The hauler will also collect an unlimited amount of tied bundles of green waste. Previously the "bag and tag" system was in place but had low recovery rates.	City/ Hauler	12/2003	1-2%
1060-SR-MTEFood Exchanges/ Thrift Shops		With a reuse grant from the state, Food Finders picks up food waste donations. Program will expand to pickup more food from hotels, restaurants, city facilities, hospital and school cafeterias.	City/State	12/2003	less than 1%
6020-PI-ORDPolicy Incentives, Ordinances	New/ Expand	City to join regional C & D programs. City to finalize and implement C & D ordinance requiring private contractors on private construction projects where the total project cost is equal to or greater than 50% of the value of the structure to submit a waste management plan and meet a minimum recycling goal of 50%, plus implementation of a City maintained tracking / monitoring system by July 2003. The city is currently developing it's own C&D resource guide that will be handed out with building permits and made available on their website, and in the Building Department. The resource guide will be available by January 2003. Hauler to increase education and outreach to contractors and potential C&D waste generators through brochures and facility contact information	City/ Hauler	7/2003	3-4%
6020-PI-ORDPolicy Incentives, Ordinances	New/ Expand	City to utilize County level buying cooperative for recycled content products. City to draft and adopt buy recycled content policy. Monitor and track progress of City purchasing	City	2003	less than 1%
2060-RC-GOVGovernment Recycling	Expand	Expanded mixed paper recycling and beverage container recycling to include Parks Department Buildings in 2002. Purchased additional recycling bins to place in city sports facility and parks with funding from Beverage Container Grant. Increased frequency of collection of city public recycling containers.	City/State	2003	less than 1%
1050-SR-GOVGovernment Source Reduction	Expand	Expand City facilities' waste prevention activities. Increase double-sided copying, City purchasing of reusable durable items, etc. Promote waste prevention in new internal city newsletter in 2001.	City	2002	less than 1%
2050-RC-SCHRecycling, School Recycling	New	City to work with Manhattan Beach Unified School District to increase beverage container recycling. Purchased 42 Recycling Containers for schools with funding from Beverage Container Grant in 2001.	City/State	2003	less than 1%
Total Estimated Diversion Percent From New and/or Expanded Programs					14%-19%
Current Diversion Rate Percent From Latest Annual Report					36%
Total Planned Diversion Percent Estimated					50%-54%

PROGRAMS SUPPORTING DIVERSION ACTIVITIES

PROGRAM TYPE	NEW or EXPANDED	DESCRIPTION OF PROGRAM	DATE FULLY COMPLETED
2010-RC-DRP Residential Drop-Off	New	Partnered with City of Redondo Beach at co-owned Permanent Collection Facility to begin Universal Waste Pilot Program in winter 2001. Program was promoted through newspaper inserts and mail flyers to residents of Manhattan Beach and Redondo Beach. Universal Waste can be dropped off during operating hours. If successful, City will continue program and monitor diversion.	2002
5010-ED-PRN Public Education, Print	Expand/New	Mailings and instructional packets to describe changes and new recycling programs and how to utilize.	2002
5020-ED-OUT Public Education, Outreach	New	Educational workshops conducted to describe program changes, route changes, dates of program implementation, and other necessary information.	2002-2003
5020-ED-OUT Public Education, Outreach	Expand	Increase education / outreach through on-site technical assistance with businesses and local awards program. Businesses will receive notices informing them of free available commercial recycling collection and all other available recycling services.	Ongoing
5020-ED-OUT Public Education, Outreach	New	City is in process of developing a recycling and waste prevention resource guide for dissemination to businesses (update annually).	2002
5020-ED-OUT Public Education, Outreach	New	City is in process of developing new C&D resource guide to be distributed with issuance of all new building permits and made available in the Building Department.	2002
5000-ED-ELC Public Education, Electronic	Expand/New	Expand City sponsored website/homepage for recycling and waste prevention information / resources. City will be adding information regarding composting/mulching and donation opportunities. The city's new C&D resource guide will also be available on the web. The city is also developing a commercial resource guide for the website.	2002-2003, ongoing
5000-ED-ELC Public Education, Electronic	New	Develop and utilize a tracking database to monitor efforts and progress of business assistance program. Will require haulers to report diversion quarterly for commercial accounts.	2002
5020-ED-OUT Public Education, Outreach	New/ Expand	Educational workshops and training for City personnel on waste reduction and recycling practices. Attend industry/ government trade conferences. Provide recycling staff with further training on AB939 issues.	2002, ongoing
5020-ED-OUT Public Education, Outreach	New	City will conduct annual internal city facility waste program assessments to evaluate progress of program. Will include data in tracking database.	2002-2003
6010-PI-EIN Policy Incentives, Economic Incentives	New	In order to encourage residents to utilize alternative donation options and reuse, beginning October 2002, residents will no longer be allowed unlimited bulky-item pick-up service and instead will be limited to two pick-ups per year. Additional pick-ups can be scheduled at a cost of \$20 per pick up.	2002
6020-PI-ORD Policy Incentives, Ordinances	New	Beginning October 2002, the city will have the authority to require adequate service levels.	2002

No Code Available	New	Partnership in cooperative programs and regional efforts. Joining a Regional Agency (e.g., Los Angeles Area Regional Agency, etc.) currently in development.	2002-2003
5020-ED-OUTPublic Education, Outreach	New	Also research potential of cooperative program with local university and/or other environmental education organizations (including CIWMB) for assistance in developing ordinances / codes to mandate/encourage recycling and waste prevention.	2002
5020-ED-OUTPublic Education, Outreach	New	Partner with other South Bay cities and Chamber of Commerce to conduct C & D workshops for contractors and for public works staff. Track C & D technical assistance and measure diversion.	2003, ongoing
5020-ED-OUTPublic Education, Outreach	New	City will provide list of contractors to hauler to contact on a regular basis to educate them on C&D Waste Diversion	2002, ongoing
5020-ED-OUTPublic Education, Outreach	New	Partner with other South Bay cities or regional agency to conduct hotel recycling and waste reduction workshops.	2003
6020-PI-ORDPolicy Incentives, Ordinances	New	City has the right to direct the hauler to send all or a portion of commercial refuse collected to a Materials Recovery Facility instead of a disposal site(as a contingency). Policy will go into effect October 2002. (Anticipated 4%+ if necessary)	2003

Section V – PARIS

Office of Local Assistance staff will be reviewing your Jurisdiction's Planning Annual Report Information System (PARIS) database printout as part of the evaluation of your request. Should the Jurisdiction have updates or revisions to the program implementation from the latest Annual Report submitted to the Board, please attach to the application the Jurisdiction's PARIS database printout showing updates or revisions.

Contact your Office of Local Assistance Representative at (916) 255-2555 for a copy of PARIS, or go to the Board's website at www.ciwmb.ca.gov/LGCentral/PARIS/.